



City of Kannapolis Adopt-A-Street (AAS) Program POLICY

Adopting Organization's Commitment

- The adopting organization must sign a 2-year Commitment Agreement (*pages 2-5*) to clean the adopted section of a City of Kannapolis maintained roadway. The commitment may be cancelled upon written notice from the adopting organization to Anita Thacker, AAS Coordinator, at athacker@kannapolisnc.gov.
- Minimum of 1 mile (approximately 14 city blocks) of street is to be cleaned. This may be a single street or an area (subdivision or section of town).
- The adopted section of roadway must be cleaned at least 4 times per year, with one being for Earth Day in April.
- The minimum age of participants is 12 years old and every participant below the age of 18 is required to sign a parental release form (*page 6*).
- The minimum number of adult (over 21) participants is 1.
- 1 additional adult participant is required for each 6 volunteers under the age of 18.
- The adult assigned to oversee minor participants should be within a reasonable distance of the participants at all times during the clean up process.

City of Kannapolis Will Provide

- Garbage bags, gloves, safety vests, and pick-up tools. There will be a checklist (*page 7*) of supplies provided to the adopting organization, which are to be returned within 5 business days after the event to Public Works. Cleanup Event Permits need to be submitted at least 5 business days prior to the scheduled event.
- Street signs designating adopting organization's name and the year their commitment began.
- A certificate of completion, suitable for framing, and other recognition for each participating group.
- Traffic control devices as necessary.
- Pick up and disposal of filled bags.

Requirements of the Adopting Organization

- The adopting organization will designate 1 person and 1 alternate per group to be the liaison with the AAS Coordinator.
- Each adopting organization coordinator will be required to attend a safety training session and will be responsible for training the volunteers within their organization.
- All participants must sign/be registered on the Adopting Organization's 2-year Commitment Agreement before being permitted to participate in the clean up. The Commitment Agreement also serves as a waiver/release for each participant.
- The adopting organization's liaison will contact the AAS Coordinator and provide the attached registration form (*page 8*) a minimum of 5 working days prior to all cleanup activities.

Recycling

- The City of Kannapolis encourages recycling of collected debris. The adopting organization will be responsible for taking all recyclables to a recycling center and all proceeds will be the property of the adopting organization.
- Any bags of recyclables that are left with the garbage will be collected by the City and will be disposed of as garbage.



City of Kannapolis Adopt-a-Street (AAS) Program 2-YEAR COMMITMENT FORM

The City of Kannapolis ("City") and _____ (name of business, organization, or individual) recognize the needs and desirability of litter-free and visually improved streets.

The Adopt-A-Street program has been established for community civic organizations, churches, schools and individuals as well as business and industry to contribute towards the effort of maintaining a cleaner and more beautiful street-side.

As indicated by their signatures on the back of this agreement, the individual participants of the named entity are aware of the nature of the work, which is to be performed and have agreed to follow the City's rules, policies, safety guidelines, and instructions. If the above-named entity or individual enters into a contract with a business, organization, or individual to clean the entity's adopted section of street ("a contracted service"), the contract service agrees that it is aware of the nature of the work, which is to be performed, and has agreed to follow City's rules, policies, safety guidelines, and instructions. The entity contact person, on behalf of the entity, and each individual participate must execute and return to the AAS Coordinator a signed Hold Harmless and Release Form (copy attached). The individual participants agree that signs bearing the group's name shall be installed solely at the discretion of the City.

If the above named entity or individual enters into a contract with a business, organization, or individual to clean its adopted section of highway, it agrees to notify the City of Kannapolis Adopt-A-Street Coordinator in writing within ten calendar days of the agreement and acknowledges that failure to notify the AAS Coordinator of such action may result in termination of the agreement.

The **City of Kannapolis** recognizes the above named-entity or individual as the adopting organization or person for:

Roadway Name

Roadway Description (from what point to what point)

The above-name entity or individual volunteers to pick up litter four times a year (more if necessary), with one being for Earth Day in April, to promote a better environment in the community. This agreement shall be valid for two years beginning _____, 20____, and ending _____, 20____. The entity may cancel this commitment upon written notice to the City of Kannapolis Adopt-A-Street Coordinator.



Section Below To Be Completed By Adopting Group's Contact Persons

Name of Adopting Group or Individual: _____

Signature of **Primary** Contact Person: _____

Printed Name: (Mr.) (Ms.) _____

Date: _____

Street Address and/or PO Box: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Fax Number: (____) _____

Email: _____

Signature of **Secondary** Contact Person: _____

Printed Name: (Mr.) (Ms.) _____

Date: _____

Street Address and/or PO Box: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Fax Number: (____) _____

Email: _____

Note: For all schools, colleges, or university groups, one contact must be the group's school advisor.

AAS Coordinator Use Only:

Registration form received: _____

Sign placed on Street for recognition: _____

**This Section To Be Completed By Adopting Group Or Individual Prior To
Clean Up Date:**

☐ A Contract Service Will Be Hired To Clean Our Adopted Street

SIGNATORY INSTRUCTIONS

1. Signatures of individual group members participating in one or more litter pickups are required in the spaces provided below. No person may sign for another person.
2. A Hold Harmless and Release Form must be executed and provided to the City prior to participating in the Adopt-A-Street Program.
3. A parent/guardian is required to sign for a volunteer under 18 years of age. An Adopt-A-Street Program Participation Hold Harmless and Release Form which must be signed by a parent/guardian to authorize a minor's participation in the program(copy attached).

ADOPTING GROUPS SIGNATURES

The following persons will participate in one or more litter pickups. By their signatures they agree to abide by the City of Kannapolis rules, policies, safety guidelines, and instructions. No person will be allowed to participate by the Group contact person without confirming that a signed Hold Harmless Agreement and Release has been provided to the City.

Primary Group Contact Person	Date
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Signature
Date

Secondary Group Contact Person	Date
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Signature
Date



**City of Kannapolis Adopt-a-Street Program
HOLD HARMLESS AND RELEASE FORM**

I/We, the undersigned, intending to be legally bound, hereby for myself/ourselves, my/our heirs, executors and administrators, voluntarily assume all risks of accident or injury and hold harmless and release and forever discharge the City of Kannapolis, its employees, officers, and agents from any and all liability for personal injury or property damage of any kind sustained in association with participation in the Adopt-A-Street Volunteer Program, whether such personal injury or property damage is caused by the negligence of the Sponsor or their employees, officers, or agents, or otherwise.

I/We covenant and agree to indemnify, and hold harmless and release the City of Kannapolis its employees, officers, and agents, from all liability, loss and expense, including but not limited to damages, legal expenses and cost of defense, in any matter arising from the participation in the Adopt-A-Street Volunteer Program.

I/We further agree to abide by all applicable rules and regulations promulgated by the City of Kannapolis and the Sponsor and will follow the instructions of all supervisors and/or instructors who are connected with this program.

Signature: _____

Date: _____



KANNAPOLIS

City of Kannapolis Adopt-a-Street Program MINOR HOLD HARMLESS AND RELEASE FORM

I/We, the undersigned, parents(s)/guardian(s) of _____, a minor under the age of eighteen (18), do hereby grant permission for said minor to participate in the Adopt-A-Street Volunteer Program sponsored by the City of Kannapolis N.C.'s, hereinafter referred to as the Sponsor and in consideration of said minor being allowed to participate in said program and recognizing that this program will involve activities which because of their close proximity to streets and street traffic are inherently dangerous, I/We, intending to be legally bound, hereby for myself/ourselves, my/our heirs, executors and administrators, voluntarily assume all risks of accident or injury and hold harmless and release and forever discharge the City of Kannapolis, its employees, officers, and agents from any and all liability for personal injury or property damage of any kind sustained in association with participation in said program, whether such personal injury or property damage is caused by the negligence of the Sponsor or their employees, officers, or agents, or otherwise.

I/We covenant and agree to indemnify, hold harmless and release the City of Kannapolis its employees, officers, and agents, from all liability, loss and expense, including but not limited to damages, legal expenses and cost of defense, in any matter arising from the participation of said minor in the Adopt-A-Street Volunteer Program.

I/We further agree that said minor will abide by all applicable rules and regulations promulgated by the City of Kannapolis and the Sponsor and will follow the instructions of all supervisors and/or instructors who are connected with this program.

Signature of Parent/Guardian: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____



**City of Kannapolis Adopt-a-Street Program
EVENT REGISTRATION**

1. Organization: _____

2. Date of planned clean up: _____

3. Beginning time of cleanup: _____ **4. End time:** _____

5. Areas to be collected (*if not the entire area*): _____

6. Name and contact information of the responsible person on site.

Name: _____

Mailing Address: _____

Contact number (*day of clean up*): _____

AAS Coordinator Use Only:

Check list: (to be initialed and dated by City employee)

Date Items Signed Out: _____

Trash bags: ____

Gloves: ____

First Aid Kits: ____

Trash Pickers: ____

Safety Vests: ____

Date Items Returned: _____

Trash bags: ____

Gloves: ____

First Aid Kits: ____

Trash Pickers: ____

Safety Vests: ____

Number of Volunteers: _____

Number of Minors: _____

Release form for each minor: _____

Trash Pickup scheduled with PW, Date: _____